

Group Home (GH) 40-Hour Initial Certification Core of Knowledge Guideline*

| 6-Hours | 4-Hours | 4-Hours | 4-Hours | 3-Hours | 2-Hours | 6-Hours | 5-Hours | 4-Hours | 1-Hour | 1- Hour |
|---|---|--|---|---|--|--|---|--|--|--|
| LAW & REGULATIONS | BUSINESS OPERATIONS | MANAGEMENT/ SUPERVISION OF STAFF | PSYCH/SOCIAL & EDUCATION NEEDS | COMMUNITY & SUPPORT SERVICES | PHYSICAL NEEDS | MEDICATION | ADMISSION & ASSESSMENT RETENTION NON-DISCRIMINATION | EMERGENCY INTERVENTION NON-VIOLENT | SAFETY OF FOSTER YOUTH | CULTURAL COMPETENCY |
| <p>Health and Safety Code 1522.41</p> <p>Regulations Title 22, Div 6, Chapter 1 & 6</p> <ul style="list-style-type: none"> • Administrative responsibility/ accountability • Mandated reporting • Confidentiality • Personal rights • Complaint procedures <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> • R2 Occupancies <p>Clear understanding of rate calculations</p> <p>Non-Profit law</p> <p>W&I Code 300/600/632</p> | <p>Liability issues</p> <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <p>Funding sources</p> <p>Overview of labor laws</p> <p>Marketing a facility</p> <p>Rate setting/ record keeping</p> <p>Other agencies</p> <ul style="list-style-type: none"> • IRS • EDD • INS <p>Contract compliance</p> <p>Audits:</p> <ul style="list-style-type: none"> • Program • Financial <p>Accounting & tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> • What's legal? • Audits • How to mix with other funds | <p>Staffing requirement/ ratio</p> <p>Hiring practices:</p> <ul style="list-style-type: none"> • Criminal background requirements • Use of volunteers/ interns • EEO requirements • Job descriptions • Federal/ State requirements <p>Performance evaluations</p> <p>Personnel policy manual</p> <p>Personnel records requirements</p> <p>Admin/staff training requirements</p> <ul style="list-style-type: none"> • First Aid/CPR • Immunizations and health • Water safety • Cal-OSHA • Illness/injury prevention plan • Staff Duties/ responsibilities • Employer responsibilities • Staffing patterns | <p>Identifying characteristics and special needs of client population</p> <p>Family involvement/ participation and dynamics</p> <p>Bereavement/ stress issues</p> <p>Activities</p> <p>Education:</p> <ul style="list-style-type: none"> • General requirements • Understanding of special education • Administrator responsibilities • Assessment • Educational choices | <p>Responsibility & expectations of referral agencies</p> <p>Overview of courts, welfare, probation, mental health</p> <p>Mental health managed care</p> <p>Parental relationships:</p> <ul style="list-style-type: none"> • Extended Family • Siblings • Caregiver <p>Collaboration/ role with:</p> <ul style="list-style-type: none"> • Police • Fire Dept. • Sheriff • Emergency medical response teams • Business sector <p>Other resources</p> | <p>OSHA requirements</p> <p>Illness/injury plan</p> <p>Disaster plan</p> <p>Food</p> <p>Managed Care</p> <p>Recreation</p> <p>Community integration</p> <p>CCL physical plant requirements</p> | <p>Administration of medication</p> <ul style="list-style-type: none"> • Technical aspects <p>Regulatory requirements:</p> <ul style="list-style-type: none"> • Storage • Documentation • Disposal <p>Role of medications in treatment plan, including typical interactions & staff's role</p> <p>Communication with pharmacists, MDs</p> <p>Drug interaction/ pharmacodynamics</p> <p>Common medications:</p> <ul style="list-style-type: none"> • Infection control • Seizure disorder • Psychotropic <p>Medi-Cal</p> <p>Medical/dental funding</p> | <p>Program Statement</p> <p>Allowable vs. Prohibited conditions/ IMS</p> <p>Needs and services plan:</p> <ul style="list-style-type: none"> • Development • Review <p>Charting and documentation</p> <p>Admission agreements</p> <p>Termination</p> <p>Graduation</p> <p>Emancipation: Independent living</p> <p>Transition housing</p> <p>Discharge/ After care</p> <p>Client satisfaction</p> <p>Program outcome</p> <p>Age exceptions</p> <p>Non-discrimination or Harassment</p> <p>Client's rights</p> | <p>Special incident reporting</p> <p>5150</p> <p>Overview of behavior:</p> <ul style="list-style-type: none"> • Management systems • Modification <p>Emergency intervention regulations</p> <p>Other resources</p> | <p>CA Student Safety & Violence prevention Act of 2000</p> <p>Resolving Conflict</p> <ul style="list-style-type: none"> • Early prevention • Bullying Affects Statistics • Cyber-bullying • Mediation techniques | <p>LGBT</p> <ul style="list-style-type: none"> • Ethics & values • Self-awareness • Education/ Skills/ Resources/ Advocacy • Staff Training Requirements |